

~~CONFIDENTIAL~~

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CC-0145-86

13 FEB 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]  
Director of Communications

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SUBJECT:

Increase in Temporary Part-time Requirements  
for FY-86 [redacted]

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1. A review of Temporary Part-Time (TPT) requirements reveals that the Office of Communications (OC) will require a total of [redacted] to meet FY-86 obligations. This increase in TPT requirements over our total FY-86 allocation [redacted] is a result of a significant increase in OC program requirements over the past year and new requirements for FY-86. [redacted]

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2. This request includes only those requirements, on-going and new, that I consider essential to achieve the following objectives:

a. The worldwide Capitalization Program which was initiated in FY-84 continues to demand clerical and administrative support both domestically and overseas.

b. Our recruiting efforts have continued to expand and as a result so have our training requirements.

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d. Other OC initiatives which have increased the need for additional clerical and administrative support are CRAFT, MERCURY, and the [redacted] Programs.

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WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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## C O N F I D E N T I A L

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e. New positions in the Administrative Management Division and in the Engineering Division and a substantial increase in the daily operations of the Foreign Networks Division, U.S. Base Group, have added to the demand for part-time clerical and administrative support. [redacted]

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3. I believe the effective use of part-time employees is an efficient and cost-effective support mechanism for a dynamic office such as ours. And, an increase in [redacted] of TPT from the final total granted OC last year will enable us to provide adequate clerical and administrative support to accomplish our FY-86 objectives. (Quick changing OC program requirements necessitated an increase from [redacted] during FY-84 and during FY-85 an increase [redacted])

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4. I would appreciate your favorable consideration to increase the Office of Communications TPT [redacted] for FY-86. [redacted]

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APPROVED:

Deputy Director for AdministrationDate

*Per MS, this will be answered  
by CIXS 860311*

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